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**Medical**

**NUTRITIONAL MEDICINE MANAGEMENT**

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(Lt Col E. F. Myers)

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This manual sets guidelines for management of manpower, subsistence, equipment, and expendable supply resources in Nutritional Medicine Flight operations in Air Force medical treatment facilities (MTF). This manual interfaces with AAFPD 44-1, *Medical Operations*; AFI 40-104, *Nutrition Education*; AFI 41-120, *Medical Resource Management Operations*; AFI 41-303, *Aeromedical Evacuation Dietetic Support*; and AFI 44-135, *Clinical Dietetics*. Use this manual with the *Nutritional Medicine Flight Guide* (NMF Guide), available from the Associate Chief, Biomedical Sciences Corps (BSC) for Dietetics, 89th MDSS/SGSD, 1050 West Perimeter Road, Andrews AFB, MD 20762-6600. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to 89th MDSS/SGSD, 1050 West Perimeter Road, Suite BB2, Andrews AFB, MD 20762-6600. This manual does not apply to the Air National Guard. The authority for maintaining and collecting the information required by this instruction is in Public Laws 91-513 and 92-255; chapters 13 and 16 of Title 21 U.S. Code (U.S.C.); Public Law 92-129; 5-U.S.C. 501; and 10-U.S.C. 8013.

## Chapter 1

### MEAL SERVICE AND DINING ROOM OPERATIONS

**1.1. Persons Authorized to Subsist.** DoD 1338.10-M, Manual for the Department of Defense Food Service Program) and **Attachment 4** of this manual state who is eligible for medical care in Air Force MTFs, prescribe the extent of care allowed, provide guidance for care, and delineate who pays full (formerly called "with surcharge") and discount (formerly called "surcharge exempt") meal rates. **Attachment 4** identifies persons authorized to eat in MTF dining facilities. Full and discount meal rates are published annually in a message released by HQ USAF/SGMC to resource management officers in October.

**1.1.1. Transient Patients.** A patient in transit through aeromedical evacuation channels. A patient ceases to be a transient patient when admitted to a medical treatment facility. They do not pay or sign for meals. Transient patients are identified by the patient identification wrist band or IAW local procedures.

**1.1.2. Nonmedical Attendants.**

1.1.2.1. The nonmedical attendant (NMA) of a hospitalized patient pays the appropriate charges for all meals consumed. The appropriate meal charge is determined by the type of service offered, a la carte (ALACS) or subsistence credit allowance management system (SCAMS), and the subsistence eligibility category the person is (see **Attachment 4**). Meals served to NMAs on the inpatient unit must be paid for before the meal is served.

1.1.2.2. Nonactive duty NMAs of manifested in the aeromedical evacuation system in CONUS pay the discount meal rate. These individuals are issued invitational orders where no per diem is paid to them. Outside of CONUS, NMAs are given funded orders and therefore pay the full meal rate.

1.1.2.3. Active duty NMAs and patients who are manifested in the aeromedical evacuation system, and are on orders and receiving per diem, pay the full meal rate.

**1.1.3. Subsistence in Kind (SIK).** Enlisted members authorized to eat at government expense. Personnel on SIK status must not share any portion of their meals with others.

**1.1.4. Inpatient and Ambulatory Procedure Visit (APV)/Same Day Surgery Patients.** Inpatients and ambulatory procedure visit/same day surgery patients are identified by nursing staff using AF Form 1094, **Diet Order** (see AFI 44-135, *Clinical Dietetics*).

**1.1.5. Outpatients.** Outpatients in the MTF for treatment can purchase meals from vending machines or directly from Nutritional Medicine as guests. It is recommended that outpatients receiving treatment that requires the patient to remain in the MTF for extended periods of time (through meal period(s)), but not in a status as ambulatory procedure visit/same day surgery, be given the same consideration for meals as ambulatory procedure visit/same day surgery patients. Local policy should be developed to identify which treatment would justify the patient receiving a meal as part of the procedure and NMF claiming meal day credit versus the patient paying cash for meals as a guest.

**1.1.6. Guests and Duty Personnel.** Hospital guests and duty personnel will normally obtain and consume meals in the dining room. Parents (nonpatients) who are required by the medical facility or physician to stay on the pediatric inpatient unit to be with their child (the patient) may be served meals

on the unit. These meals must be paid for prior to meal delivery. Exception: When a formula-fed or breast fed infant is admitted as a patient and the charge for meals is collected by Resource Management, the parent may receive a tray in place of the infant.

## **1.2. Identifying Diners.**

### **1.2.1. Air Force and Other Military Services Enlisted Personnel Authorized to Subsist at Government Expense.**

1.2.1.1. Medical enlisted personnel and airmen attached for rations must present DD Form 714, Meal Card. At bases not issuing meal cards, a valid ID card must be presented and a system established (see paragraph 1.4.2.5.) to verify who is authorized to subsist at government expense.

1.2.1.2. Enlisted personnel in TDY status must show valid orders and a valid ID card.

1.2.1.3. Transient enlisted personnel must show leave authorization and a valid ID card. Persons in leave status are not authorized to eat in government dining facilities at government expense.

**1.2.2. Ambulatory Inpatients and Transient Patients.** These patients will be identified by the patient identification wrist band or IAW local procedures. They do not pay or sign for meals. The cashier records the number of ambulatory and transient patients for use on AF Form 544, **Nutritional Medicine Daily Facility Summary Report**.

## **1.3. Reimbursement Rates.**

**1.3.1. Meal Costs.** DoD 1338.10-M specifies guidelines used to establish the cost of meals in medical treatment facility (MTF) dining facilities.

1.3.1.1. Post discount and full meal rate prices at the dining room entrance or serving area's.

1.3.1.2. All MTF staff members pay for all food consumed. MTF staff and visitors are not authorized to consume unused trays, leftover food, or nourishment's in patient care areas.

1.3.1.3. Persons authorized to eat at the expense of the sponsoring agency must pay for their meals and then seek reimbursement from the sponsoring agency.

### **1.3.2. Subsistence Credit Allowance Management System (SCAMS).**

1.3.2.1. All persons entering the dining room must pay the posted price of the meal being served, regardless of the type of meal items or quantity selected. Persons pay either the full or discount meal price, IAW **Attachment 4**.

1.3.2.2. Bringing food or beverages from outside sources into the dining room or removing food and beverages from the dining room is usually not allowed, but is regulated according to local procedures.

### **1.3.3. A la Carte System (ALACS).**

1.3.3.1. Authorization and Implementation. The DBMS requests approval to implement ALACS through the MAJCOM Surgeon to HQ USAF/SGMC.

1.3.3.2. Each menu item is individually priced and sold on an individual item basis.

1.3.3.3. Patrons receiving basic allowance for subsistence (BAS) pay cash for the total cost of the items selected at either the full or discount meal rate.

1.3.3.4. Menu boards are used to identify the discount and full meal rates prices for all menu items available at any given meal.

1.3.3.5. Configuration of equipment to allow one entrance and one exit to the serving line so patrons pass by the cash register(s) before food is consumed or removed from the dining room.

1.3.3.6. Cash register maintenance contracts are established and adequate supplies of tapes and ribbons are made available through Medical Logistics.

1.3.3.7. The cashier enters the meal card number or entire nine-digit social security number (SSN) for SIK diners into the cash register. The SIK diner must show a valid meal card or ID card, as appropriate. A local method of verifying SIK patrons must be established and monitored periodically to ensure only authorized personnel are subsisting at government expense.

1.3.3.8. Removal of food from the dining facility is not authorized without approval from the Nutritional Medicine Flight Officer or Nutritional Medicine Flight Superintendent.

1.3.3.9. Refer to the Nutritional Medicine Flight Guide (NMF Guide) for a la carte procedures.

**1.3.4. Payment for Meals.** Customers pay for meals in U.S. currency (cash). Checks will only be accepted from recognized base organizations as payment for special meals (awards ceremonies, Red Cross appreciation, etc.). Checks should be payable to the local Finance Service Office and processed through the Medical Service Account (MSA) Office with other cash receipts for turn-in to the local Finance Service Office. In overseas areas, authorized medical facility local national employees will pay for meals according to the Status of Forces Agreement (SOFA) for that country. Local disaster plans may address use of personal checks and/or lost meals due to disaster situations.

**1.4. Obtaining Signatures From Diners.** In SCAMS operations, all diners in a government dining facility, except ambulatory and transient patients, sign for meals. The cashier verifies the diner's identification.

**1.4.1. AF Form 1087, Cash Meal Log.** This controlled form is used to calculate the number of meals served to each category of cash paying customer and the total cash collected in NMF dining facilities using the SCAMS system. A la carte facilities use programmable cash registers to capture similar information.

1.4.1.1. Use separate AF Forms 1087 for non-U.S. citizen civilian employees overseas who are allowed to eat in the dining room (refer to **Attachment 4**). Use separate AF Forms 1087 for breakfast, lunch, dinner and the night meal. These forms will not be "carried over" from one meal to another.

1.4.1.2. After the meal, the NMF Officer or other designated person who was not a cashier for the meal, completes Section I of the AF Form 1087 according to procedures in the NMF Guide. When more than one AF Form 1087 is used for a single meal, Section I of the first AF Form 1087 will reflect the totals for all cash meal logs used and the inclusive numbers of all forms used.

1.4.1.3. When the amount of cash collected varies from the number of signatures and total amount due, the supervisor investigates and states the explanation for overages or shortages on Line 8 of Section I. Include the name(s) of the cashier(s) during the meal. If no reason for the cash variance is apparent, state that there is no apparent reason for the cash variance.

1.4.1.4. Account for all numbered controlled AF Forms 1087 and cash by maintaining files of AF Forms 213, **Receipt for Accountable Forms** (for AF Forms 1087 and 1339, **Dining Facility Signature Record**, received from the MSA Officer), and AF Forms 1127, 1127a, and 1127b, **Hospital Invoice/Receipt/Account Receivable Record** (for AF Forms 1087 and 1339, and cash turned in to the MSA Officer).

**1.4.2. AF Form 1339, Dining Facility Signature Record.** This controlled form is used to obtain signatures of all SIK personnel eating in MTF dining facilities with SCAMS operations, except inpatients. A la carte facilities use programmable cash registers to capture meal card / social security numbers.

1.4.2.1. Use a separate AF Form 1339 for each category of diner listed on AF Form 544. On each form, fill in the category of diner, location/room number of dining facility and date.

1.4.2.2. SIK diners write in a legible signature, grade and last four digits of their meal cards.

1.4.2.3. SIK diners without meal cards provide their SSN, organization and base on the same line as their signature according to local procedures.

1.4.2.4. Each diner signs only one time per meal.

1.4.2.5. The OIC/NCOIC of NMF will periodically contact Services Squadron to validate SIK diners using SSNs for identification and spot check signature/cashier records to ensure that only authorized personnel are subsisting at government expense.

**1.4.3. A la Carte Service.**

1.4.3.1. Cash registers with the capacity to identify SIK diners by the last four digits of their meal card number or their entire social security number; record meal charges; produce daily cumulative reports of total charges to each meal card number; calculate discount and full meal prices; receive cash; record diner head count by category, including transient patients, inpatients eating in the dining room, and second servings from SIK customers; produce both patient and dining room food consumption reports; and record totals for Food Service Operating Expenses (surcharge) collected.

1.4.3.2. Computerized menu pricing reports such as Services Information Management System (SIMS) or Nutrition Management Information System (NMIS) must be available. Each recipe cost not available from these programs must be manually calculated using AF Form 1212, **ALACS Item Pricing, the Federal Supply Catalog (FSC) Stock List (C8900-SL)** and AFJ-MAN 41-122 (formerly AFM 160-10), *Hospital Subsistence Guide*. Menu item pricing must include surcharges from Defense Personnel Support Center (DPSC) or locally established prime vendor surcharges in addition to prices on subsistence requests/invoices. See NMF Guide for specific instructions.

**1.5. AF Form 544, Nutritional Medicine Daily Facility Summary Report (Manual) or Daily Facility Summary Report (NMIS).**

**1.5.1. Completing the Form.** This form is available for use in paper version, electronic version (form flow), and the NMIS version. The diet therapy supervisor and the MSA Officer completes this report daily, using procedures printed on the reverse side of the form, to record numbers of diners, patients, and food cost data. The MSA officer returns the completed AF Form 544 or Daily Facility Summary Report to NMF within five normal duty days or no later than 1 duty day after cost extended

AF Form 287s, DeCA Forms 70-20, or Prime Vendor invoices are received. Use AF Form 546 in place of AF Form 544 when MTF meals are served only to inpatients. The Daily Facility Summary Report is completed based on data entered in the Ration Accounting Module of NMIS. See system documentation for more information.

**1.5.2. When Using "B" Rations.** For MTFs using the "B" and "MB" rations, procedures outlined in AFMAN 34-405 will be used to calculate ration credit earnings in NMF activities.

**1.5.3. Usage in Other Situations.** For disaster and combat conditions and during field, alert and medical readiness exercises, refer to the NMF Guide for procedures to complete the forms.

## **1.6. Change Fund.**

**1.6.1. Establishing.** AFR 177-108 authorizes and states how the NMF Officer requests a change fund. The size of the change fund is based on the size of the MTF and number of meals served. AF Form 2570, **Nutritional Medicine Flight Cash and Forms Receipt**, is used to issue the change fund, and AF Forms 1087 and 1339 to the cashier. The same AF Form 2570 is used by the cashier to return the change fund, cash collected, and AF Forms 1087 and 1339, to the diet therapy supervisor after the meal.

**1.6.2. When Operating A La Carte.** For a la carte operations, a cash control supervisor must be designated in writing. An adequate funds storage safe must be available to hold the change fund, cash sales, and controlled forms according to AFI 31-209, *The Air Force Resource Protection Program*.

## Chapter 2

### CONTROL OF SUBSISTENCE RESOURCES

**2.1. Importance of Subsistence Control.** Control of food items is crucial to effective management of NMF. The primary indicators which evaluate the financial status of the NMF operation are:

- **Earnings Less Food Served.** See paragraph 2.7.
- **Earnings Less Purchases.** See paragraph 2.7.1.
- **Inventory Level.** See paragraph 2.9.
- **Periodic Inventory Adjustment.** See paragraph 2.10.

#### 2.2. Unauthorized Uses of Subsistence Items.

**2.2.1. Use of O&M Funds.** Food items purchased for use by NMF activities will not be issued or given to the pharmacy for making medications. Food items, such as sugar, baking soda, cornstarch, or food coloring, needed for medical treatment or other than NMF operations are purchased through Medical Logistics using MTF operation and maintenance (O&M) funds. These food items are not charged against the medical subaccount 04(X). Medical Logistics completes DeCA Form 70-20, with the appropriate fund citation in section 5, and takes it to the Commissary Office for purchase.

**2.2.2. Control of O&M Purchased Subsistence.** Subsistence funds and food items are not used for guest meals, snacks, coffee breaks, cooking demonstrations, parties of any type, blood donor or health promotion programs. If food items for blood donor or health promotion programs are purchased through logistics and are stored in NMF, they will not be posted to AF Form 542, **Subsistence Stock Record**, or Food Stock Record Card (NMIS) included in the subsistence inventory, or physically located with other subsistence. These items will be controlled, specially marked, and used only in support of the program(s) for which they were purchased.

**2.2.3. Outpatient Clinic Area's.** Food items are not provided to outpatient clinic area's without payment from outpatients. The only exception to this will be to cover emergency situations, i.e. providing a container of shelf stable juice and sugar packets for use in diabetic emergencies.

#### 2.3. Procurement of Subsistence Items.

**2.3.1. Purchasing Subsistence Items.** Food, including special patient feeding items (except infant formulas), is purchased from troop issue support (DeCA Directives 40-10 and 70-6), local purchase vendors, or through Prime Vendor contracts. The cost of food purchased (troop support) is charged to the Medical Sub-Account of 04(X), Subsistence- in-Kind, 5763400, Military Personnel Appropriation (refer to NMF Guide). MTFs using Prime Vendor subsistence contracts will order food according to procedures established with the contractor.

2.3.1.1. Base Supported Food Service Operations for Small Hospitals and Super Clinics.

2.3.1.1.1. Patient Meal and Nourishment Service. Follow guidelines in AFI 44-135, *Clinical Dietetics*, to obtain subsistence for patient feeding from base food service operations.

2.3.1.1.2. Special patient feeding items that base food service is unable to provide are purchased by the MTF. Follow guidelines in DeCA Directive 40-10 to request from the commissary such food items as baby food, dietetic food products needed for patient but not for troop

feeding, graham and saltine crackers, cold sliced lean meats and cheeses, boxes of gelatin, cans of juice and similar items required for bulk and individual nourishments. Subsistence funds are used for these purchases and charged to the Medical Sub-Account of 04(X), Subsistence-in-Kind, set up for the MTF. Consider these food items issued on purchase so do not maintain stock inventory cards. Stock levels should be kept to a minimum, probably less than \$100.

2.3.1.2. Subsistence Guides. Current Federal Supply Catalogs (FSC) C-8900 and FSC Stock Lists C8900-SL contain standard food items available and allowed in military supply channels and current prices. AFJMAN 41-122 lists additional items for use in MTF activities. Medical activities receiving food supply support from DPSC Regional Headquarters will receive information for each fresh fruit and vegetable item available in their area.

2.3.1.3. Advance Forecast. The NMF activity provides the troop issue clerk with advance food estimates according to local commissary officer schedules, usually 3 months lead time. MTFs using a Prime Vendor subsistence contract inform the contractor of any unusually large amounts of particular food items required or new items needed according to local procedures established with the contractor.

### **2.3.2. Ordering Subsistence From Troop Issue Support.**

2.3.2.1. Prepare a separate AF Form 287, **Subsistence Request**, or DeCA Form 70-20, **Subsistence Request for Issue or Turn-In**, for each point where food is issued and submit according to local schedules. Use AF Form 287 for Troop Issue, and DeCA Form 70-20 to purchase items from the commissary sales store. Each form must be approved (signed) by the NMF Officer or other authorized individual designated in writing to the commissary officer according to DeCA Directive 40-10. The commissary office consecutively numbers AF Forms 287 and DeCA Forms 70-20.

2.3.2.2. Prime vendor orders are submitted according to locally established procedures.

**2.3.3. Ordering Subsistence From Direct Delivery Vendors.** The commissary officer, working with the base procurement officer, establishes a blanket purchase agreement (BPA), or a blanket delivery order (BDO) contract with vendors for regular (i.e., bread, milk and ice cream) and special patient feeding direct delivery items in local base contracts for appropriated fund feeding activities. NMF personnel submit the order to the commissary store administrative clerk who calls in the order and gives the order a call number or submits the order according to locally established procedures.

## **2.4. Receiving Subsistence Items.**

**2.4.1. Verifying Quantity.** The NMF persons designated in writing to the commissary officer, counts and verifies the amount of food received at the issue point against the AF Form 287 or DeCA Form 70-20 and against the vendor's sales slips.

2.4.1.1. When food items received by the NMF activity appear to be unsatisfactory, report them immediately to Military Public Health (MPH) who will inspect, evaluate and recommend, according to AFI 48-116, whether or not the suspected food is satisfactory, damaged or unfit for human consumption. DeCA Directive 40-10 and the NMF Guide describe how to dispose of and obtain monetary credit for unsatisfactory subsistence.

2.4.1.2. The services office cost-extends each AF Form 287 and DeCA Form 70-20, normally within 5 duty days. NMF picks up the cost-extended forms from the services office, retains one copy and delivers one copy to the MSA officer. For audit purposes, NMF internal procedures ensure that all forms are accounted for. NMF files the cost-extended forms consecutively by date (see paragraph 5.2. for MSA responsibilities).

**2.4.2. Direct Delivery.** The vendor's representative provides NMF with the number of vendor invoices required by local commissary procedures at the time of delivery. Account for these invoices just like an AF Form 287. The designated NMF person ensures all copies of the invoices include the call number given at the time the order was placed.

2.4.2.1. The NMF person receiving a direct delivery in NMF verifies the types and amounts on the invoices with the amounts of food being delivered. Vendor invoices must be changed to reflect any changes identified during the receiving and inspecting process prior to departure of vendor. NMF files 1 copy of each invoice and sends 1 copy to MSA to verify appropriate pricing and cost extension.

2.4.2.2. The vendor's representative delivers two copies of the invoice to the commissary according to local procedures or submits copies to DPSC according to local prime vendor procedures.

## **2.5. Storing Subsistence Items.**

**2.5.1. Storage Grouping.** Store food items which are not needed for immediate use at appropriate temperatures. Group foods in the storage areas according to the Federal Supply Catalog, Price List C8900-PL which lists food items by perishability and food groups.

**2.5.2. Storage Security.** Lock storage rooms and refrigerators when not in use. Prohibit entry except for authorized personnel.

**2.5.3. Storage Temperature.** When an alarm system is not installed, check refrigerator temperatures several times daily and record temperatures on a temperature chart attached to or located near the refrigerator.

**2.5.4. FIFO.** Food items will always be issued on a "first in-first out" (FIFO) basis.

## **2.6. Issuing Subsistence Items.**

**2.6.1. AF Form 543, Food Issue Record (Manual).** Prepare AF Form 543 in 3 copies to issue food supplies and to cost daily food issues. AF Form 543, along with purchasing documents, are the MSA Officer's source documents to maintain the official perpetual inventory.

2.6.1.1. Milk, bread, produce, carbonated beverage syrup, and ice cream may be issued on AF Form 543 the day they are received.

2.6.1.2. At the close of business daily, return all unused food items to perpetual inventory using the "returned" column on AF Form 543.

2.6.1.3. NMF management reviews the signed AF Forms 543 no later than the next duty day after issues are made and submits the original and 1 copy to the MSA Officer to maintain the official inventory. The MSA Officer cost-extends AF Forms 543 and returns 1 copy to the NMF Officer for review and filing.

**2.6.2. The Requisition List.** The Requisition List in NMIS may be used in lieu of AF Form 543. There are four types of requisition lists; Forecasted, based on the menu items forecasted for a given meal; Non-Forecasted, based on those items not forecasted for a given meal; Standing DOW (Day of the Week), based on templates created by users for standing issues by day of the week; and User, being a blank requisition list that the user can add anything to. When an item is pulled in advance from the freezer for thawing (ie. beef roast, chicken...) for use on a later date, NMIS will record the this item as an issue on the day it was pulled. If the user does not want the issue to show until day of use, the user must not enter any early withdrawal day on the inventory item. See system documentation for exact procedures on performing this function.

**2.6.3. Turn-In of Excess Food Items.** Return excess food items sold to medical activities by the commissary store to the commissary using DeCA Form 4051, **Tally In/Out**, and procedures in DeCA Directive 40-10. Credit the appropriate medical subaccount for the value of food items returned to the commissary.

**2.7. Limitation on Food Served.** The financial status of the NMF subsistence account is measured using food issues adjusted for spoilage and supplemental/other income (formerly known as excess cost) which then becomes food served. The status of earnings minus food served as shown on line 57, AF Form 544, must not exceed (plus or minus) 5 percent of the average monthly ration earnings at the end of each of the first three quarters of the fiscal year. This same information is found in the credits and revenues screen in NMIS in the Accounting module or on the Daily and Monthly Facilities Summary Report. At the end of the fiscal year, earnings minus food served must not be more than \$100.00 or (plus or minus) 2 percent of the average monthly credit earnings, whichever is greater.

**2.7.1. Earnings Minus Purchases.** The financial status can be further checked by comparing earnings minus purchases. If the inventory value is within regulatory limits, this number should be approximately the same as earnings food served.

## **2.8. Inventory of Subsistence Supplies.**

**2.8.1. AF Form 542, Subsistence Stock Record (Manual).** Storeroom personnel use AF Form 542 to maintain perpetual inventory of all food items in the storeroom. NMF leaves the "cost" column blank. Direct issue food items (not maintained in the perpetual inventory) do not require an AF Form 542 (paragraph 2.6.1.1.). Refer to the NMF Guide for procedures to maintain AF Form 542.

**2.8.2. Stock Record Card Report (NMIS).** Automated inventory is maintained in NMIS IAW system documentation in the Inventory Management Module. Separate manual perpetual inventory records are not recommended.

**2.8.3. When Inventory is Performed.** Physical inventories are performed each month (except September) on one of the last 3 normal duty days and is representative as of the date of the inventory (with the exception of FY close-out). Preissuing subsistence through the weekend or last calendar day is not authorized. Any inventory adjustment is to be posted to AF Form 546, **Food Cost Record, or Daily Facility Summary Report**, as of the date of inventory. Post the remaining days of the month and close out the AF Form 546 or Daily Facility Summary Report on the last day of the month. The FY close-out in September should be conducted on the last day of the fiscal year when possible; otherwise, it is taken on the last duty day and the above procedures followed for closing out the account.

#### **2.8.4. Conducting Inventory.**

2.8.4.1. The DBMS appoints a disinterested person, an officer, noncommissioned officer in grades E-7 or above, or civilian of comparable grade, to inventory all food items and operational rations. A NMF representative assists the inventory officer.

2.8.4.2. The storeroom is closed and no food issues made until the inventory is completed. Any food issues made after the inventory are dated for the following day.

2.8.4.3. A physical count is taken of each unissued food item on the inventory listing prepared by the MSA Officer. Add items found in stock which are not on the inventory listing. Count operational rations and document the quantity on the inventory list, but do not cost the operational rations as part of the perpetual inventory. The inventory officer delivers the completed inventory listing to the MSA Officer.

2.8.4.4. If the physical count and the MSA Officer's inventory records do not agree, attempt to reconcile the differences using AF Forms 542, 287, 543 and DeCA Form 70-20 and/or NMIS reports. When differences cannot be reconciled, the MSA Officer prepares the Inventory Adjustment Report according to procedures in paragraph 5.5.3. A copy of the report is sent to the NMF Officer. The DBMS is authorized to approve net dollar discrepancies of not more than one-half of one percent (0.005) of the total dollar value of food issued since the last inventory. Food items which are not approved for adjustment by the DBMS as well as losses or damages due to other than normal NMF operations (fire or theft) have a Report of Survey action done (AFMAN 23-110, volume 5).

2.8.4.5. After the inventory is done, the inventory officer and NMF inventory representative sign the following statement on the last page of the inventory listing: "I certify this physical count of inventory is correct."

**2.9. Inventory Control.** At the end of each quarter and the fiscal year, the dollar value of the closing inventory, as reported on AF Form 541, **Medical Food Cost Report**, or Monthly Facility Summary Report, will be between 25 to 45 percent of the cumulative average monthly cost of food used for the fiscal year to date. MTFs using a Prime Vendor contract for subsistence will reduce inventory levels to 2-3 days supply, or no more than 15 to 30 percent of the cumulative average monthly cost of food used for the fiscal year to date. Optimal inventory levels must be determined locally to ensure that adequate food is on hand/available in case of disaster or emergency situations when deliveries are likely to be disrupted. Inventory levels may vary depending on seasonal weather changes that interfere with delivery schedules.

**2.10. Periodic Inventory Adjustment.** When the mission decreases, such as when staff feeding is discontinued, purchases and issues also decrease. Reevaluate the length of the menu cycle and foods offered on the patient menus to ensure the per capita consumption cost is consistent with earnings. Decrease the inventory level in proportion to the decrease in subsistence issues to comply with the authorized inventory level (approximately 25 percent of average monthly food used). Under-purchasing (using items in inventory and replacing them at a lower stock level to decrease value of the inventory) is recommended to the maximum extent possible. Return to the commissary full cases of any items formerly used for dining

room service which cannot be used for inpatient tray service. Reasons for under-purchasing should be noted on the AF Form(s) 541 for the quarter(s) it takes to decrease inventory to the appropriate level. If the mission expands, a request for a one-time inventory adjustment to increase inventory value is submitted through MAJCOM to HQ USAF for approval, and a letter will be attached to the end of fiscal year reports.

## Chapter 3

### NON-FOOD SUPPLIES

**3.1. Items for Patient Tray Service.** Establish local operating procedures to request and purchase non-food supplies needed for patient tray service, dining room operations, food production, and sanitation. These procedures must reflect types of items needed, amounts used, replacement factors, stock levels, and delivery times. Prepackaged flatware sets and dining packets containing straw, napkin and condiments (sugar, salt, pepper and sugar substitute) are allowed and are requested from Medical Logistics as supply items.

### **3.2. Tube Feedings and Medical Foods.**

**3.2.1. Purchasing.** Tube feedings, medical foods sold by pharmaceutical companies, and infant formulas are supply items, and are purchased by Medical Logistics for inpatient use. Medical foods for outpatients with inborn errors of metabolism may be requested and dispensed by the pharmacy on the written prescription of a physician (AFI 44-102). In MTFs where no dietitian is assigned, tube feedings and medical foods sold by pharmaceutical companies are to be purchased, prepared and dispensed by the pharmacy. Tube feedings and medical foods are not normally issued to outpatients in CONUS medical facilities. The DBMS has the prerogative to grant approval for the pharmacy to dispense these items on a patient-by-patient basis.

**3.2.2. Cost Accounting for Tube Feeding and Medical Foods.** NMF will charge the cost for the feedings to the Medical Expense and Performance Reporting System (MEPRS) account code for the service to which the patient is assigned.

## Chapter 4

### MANPOWER RESOURCES

**4.1. Staffing.** The NCOIC of NMF is a diet therapy supervisor who has previous NMF work experience. The superintendent and NCOIC for NMF must be graduates of the 3AZR4D071, *Diet Therapy Supervisor Course* or refer to current NMF Guide for staffing recommendations. Position descriptions and task lists (as appropriate) which identify performance requirements must be available for all military and civilian positions.

**4.2. Work Schedules.** The NMF work schedule, three or more weeks in length, must be prepared and posted at least one week in advance of the start date. Use AF Form 2578, **Medical Food Service Work Schedule**, or acceptable substitute, to schedule a minimum 40-hour work week of 8 hours a day, 5 days a week or as specified by civilian local agreement. Post unplanned work schedule changes to the master schedule daily. Use AF Form 2581, **Daily Absenteeism Record**, or SF 71, Application for Leave, for civilian employees.

**4.2.1. Daily Work Assignments.** The shift leader or work supervisor, using AF Form 2577, **Medical Food Service Daily Work Assignment**, or local substitute, assigns daily work tasks.

**4.2.2. Leave Plan.** Develop an annual leave plan at the beginning of each calendar and fiscal year for civilian and military personnel, respectively. Update at least semi-annually or according to local policy.

### **4.3. Education and Training.**

**4.3.1. Coordination of Formal Training.** Support for coordinated undergraduate, professional practice, and advanced degree dietitian programs, or independent study programs for dietary managers must be coordinated through the Associate Chief, BSC for Dietetics to ensure that support will be likely to continue during the tenure of future assigned dietitians. Additional staffing will not be authorized to support these programs with the exception of the USAF Dietetic Internship.

**4.3.2. Recurring Training.** Each NMF activity develops, conducts, and documents Enlisted Specialty Training (EST), employee orientation, on-the-job training, and in-service training (see NMF Guide). Documentation of training must indicate that personnel on all shifts have received the training.

**4.3.3. Field Feeding Training.** All enlisted personnel, AFSC 4D0X1, who are assigned to MTFs should receive hands-on training in operation of field food service equipment annually. Since mobility taskings are subject to change and personnel are re-assigned, this should be accomplished at all duty locations.

**4.3.4. Heimlich Manuver Training.** All NMF personnel will receive annual training on the Heimlich manuver to save a choking victim.

**4.3.5. Disaster and Emergency Contingency Training.** All NMF personnel are to be briefed annually on contingency plans for internal and external disaster and emergency situations.

**4.4. Performance Feedback.** Supervisors of civilian employees are to conduct feedback sessions and document in the employees AF Form 971, **Report on Individual Personnel**, according to local procedures. Military members will receive feedback according to current AF guidelines.

**4.5. Workload Data.** NMF management must verify all workload and financial data reported to Resource Management, to include the Medical Expense and Performance Reporting System (MEPRS).

**4.5.1. Diet Census.** Workload figures for the number of trays served to patients on the nursing units and the number and types of therapeutic diets served will be documented on AF Form 2573, **Diet Census**, once daily, following procedures printed on the reverse side of the form. The OIC or NCOIC of NMF gives the workload figures and weighted diet census from AF Form 2573 to the MSA Officer daily or at the end of each month to be included on AF Form 544 and entered into MEPRS.

**4.5.2. Diet Consults.** Workload data, i.e., the number of diet consults given, is to be recorded in CHCS, Provider Work Station, or manually on AF Form 2576, Clinical Dietetics Patient Visit Summary, AF Form 555, **Patient Visit Register**, or other MAJCOM-directed method which contains all of the information listed on AF Form 2576. Inpatient weighted nutrition procedures and numbers and types of outpatient visits from AF Form 2576 will be provided to RMO to be included on AF Forms 235 and 235e, **Report of Patients**, and for the MEPRS report.

## Chapter 5

### SUBSISTENCE ACCOUNTING FUNCTIONS

**5.1. Accounting Terminology.** The term Basic Daily Food Allowance (BDFA) will be referred to as the Operational BDFA due to changes in terminology. The Hospital BDFA (HBDFA) is now called MTF BDFA. The term HDFA has been replaced with Patient BDFA. A meal day is used instead of ration when referring to the amount of food served to one individual for one day for cost accounting purposes. The term ration will still be used to refer to certain types of subsistence; e.g., B rations.

**5.1.1. MTF Basic Daily Food Allowance (MTF BDFA).** The MTF BDFA is the Basic Daily Food Allowance (OPERATIONAL BDFA) as provided by the base food service officer with the prices of regular ground beef items changed to the averaged price of 100 percent lean ground beef items. This provides the MTF with additional earnings so that only 100 percent lean ground beef is served in NMF activities. One hundred percent lean ground beef is needed for the preparation of therapeutic diets. The MTF BDFA is calculated by the MSA officer as shown in **Attachment 2**. The MTF BDFA is an authorized installation monetary food allowance and is used only by NMF activities. For those MTFs using Prime Vendor, other food cost considerations may be made in the future, however, use these directions as written unless the Associate Chief of Dietetics states otherwise.

5.1.1.1. To calculate the MTF BDFA for the upcoming month, the value of the Operational BDFA must be obtained in writing by the last day of the current month from the base food service officer. Obtain a copy of AF Form 200, **Basic Daily Food Allowance Computation**, from the base food service staff office for this purpose.

5.1.1.2. The MSA officer, or designated representative, computes the MTF BDFA on the AF Form 200. If the base is authorized a supplemental food allowance (other than that for small troop dining halls), it is used by NMF and added to the MTF BDFA.

5.1.1.3. If the total combined meal days for both patients and dining room patrons is less than 100 meal days per day, and the MTF is not an A la Carte facility, then NMF also receives the additional 15 percent supplemental allowance for dining room meal days.

**5.1.2. Patient Basic Daily Food Allowance (Patient BDFA).** A fixed monetary allowance, the Patient BDFA, is earned for each meal day served to patients.

5.1.2.1. Only one Patient BDFA applies for the full calendar month, except when both "A" and "B" rations are used in the same month.

5.1.2.2. To compute monetary allowance for patient meal days served each day, multiply the number of meal days served as shown on AF Form 544, **Nutritional Medicine Daily Facility Summary Report**, by the current value of the Patient BDFA.

5.1.2.3. The Patient BDFA is calculated by adding 15 percent supplemental allowance to the MTF BDFA for patient meal days. Take the value of the MTF BDFA (example: computed by the MSA officer as \$4.7826), and add 15 percent to it. The value of the Patient BDFA is therefore \$5.5000. The number of the weighted meal days served to patients on AF Form 544 is 322. As an example, the monetary allowance earned this day is  $322 \times \$5.5000 = \$1,771.00$ .

**5.1.3. Cooked Therapeutic Inflight Meal (CTIM) Allowance.** A special monetary allowance equal to 80 percent of the MTF BDFA is authorized for each CTIM furnished by the NMF activity for

aeromedical evacuation patients to be consumed in flight. Guidance for preparing CTIMs is in AFI 41-303. Calculate CTIM allowances separately and add them to the regular allowance earned for weighted meal days served in the medical facility.

**5.1.4. Holiday Earnings.** A 25 percent supplemental holiday credit is used to calculate Thanksgiving and Christmas meal earnings. Instead of using .40 to determine the number of meal days for lunch on the holidays, use .65. This will then provide the additional 25 percent supplemental holiday credit to the earnings when the meal days are multiplied by the applicable BDFA. This is done by multiplying the amount of holiday patient lunch meals served by .65 to determine patient meal days; then multiply this total number by the Patient BDFA as you would on any other day. This will equal your patient holiday meal earnings.

Example: 50 (Patient meals) x .65 (Holiday meal factor) = 32.5 (Patient holiday meal days), x 5.5000 (Patient BDFA) = \$178.75 (Patient holiday meal earnings).

Do the same with dining room SIK and cash customers, (SIK meals x .65 = SIK holiday meal days x MTF BDFA = SIK holiday meal earnings; cash meals x .65 = cash holiday meal days x MTF BDFA = cash holiday meal earnings). The extra earnings for the holidays are designed to recoup additional costs incurred when having a holiday meal, including items set out in the dining room given to patrons without charge (e.g. nut cups, ice cream, cake, candy....).

**5.1.5. Supplemental/Other Income (Excess Costs).** The MSA officer computes supplemental/other income for applicable situations. Computation of supplemental/other income is described in the NMF Guide.

5.1.5.1. Supplemental/other income accrue for: operational rations, unsatisfactory subsistence due to loss of refrigeration or improper handling, beverages provided during disaster and combat conditions and field, alert, or medical readiness exercises and lost meals due to disaster or exercise situations.

5.1.5.2. NMF uses AF Form 543, **Food Issue Record**, to calculate supplemental/other income of food items the commissary officer buys or transfers to replace "Not in Stock (NIS)" standard National Stock Number (NSN) items in the semi-perishable and perishable warehouses. NIS codes listed in DeCA Directive 40-10 and procedures in the NMF Guide are used for these calculations. The MSA Officer verifies all information, then adds supplemental/other income to AF Forms 544 and 546 according to instructions printed on the reverse side of the forms.

## **5.2. Processing Subsistence Purchase Documents.**

**5.2.1. Action by the MSA Officer.** The MSA officer or designated representative will:

5.2.1.1. Compares copies of AF Form 287, DeCA Form 70-20 and the prime vendor invoices received from NMF to the cost extended copy received from the services office, and promptly resolve any differences in items, item quantities or pricing.

5.2.1.2. Posts purchases to AF Forms 542, **Subsistence Stock Record**, 544, **Nutritional Medicine Daily Facility Summary Report**, and 546, **Food Cost Record**; or post purchases on NMIS IAW system documentation.

5.2.1.3. Maintain Subsistence Voucher File. AF Forms 287, DeCA Forms 70-20 and Prime Vendor invoices are numbered and filed consecutively by fiscal year.

**5.3. AF Form 542, Subsistence Stock Record (Manual).** The MSA office and NMF use this form to maintain perpetual inventory records of subsistence purchased, stored, and consumed by NMF activities.

**5.3.1. Uses.** Prepare a separate AF Form 542 for each item of food used, except those received by direct daily delivery (milk, bread, ice cream, etc.) and issued on receipt. Subsistence stock records should be grouped to coincide with food groupings to facilitate posting.

**5.3.2. Posting Issues and Purchases.** Item quantities and unit prices of all receipts and issues are posted daily and balances are calculated and entered. Receipts are posted from the priced and extended copies of AF Forms 287 forwarded by the NMF officer from the services office. All issues are posted from AF Form 543, **Food Issue Record**, and are priced on a last in (LIFO) basis. The date of issue entered on AF Form 542 is the date shown on AF Form 543.

**5.3.3. Posting Inventory Discrepancies.** Overages and shortages revealed by physical inventories are posted to AF Form 542 from the approved inventory adjustment reports.

**5.4. Stock Record Card Report (NMIS).** Perpetual inventory is maintained in the inventory management module of NMIS. The system automatically maintains stock record cards on all inventory items as transactions are posted in the system. See system documentation for more information.

**5.5. Subsistence Inventories.** The MSA officer is responsible for keeping the perpetual inventory system of subsistence stock records. The NMIS perpetual inventory is maintained in the Inventory module using Inventory Management.

**5.5.1. Inventory Frequency.** Complete inventory of subsistence stock is completed monthly IAW paragraph 2.8.3. or when directed by competent authority.

**5.5.2. Inventory Listing.**

5.5.2.1. The MSA officer gives the inventory officer a list of subsistence items recorded on AF Form 542 or prints the NMIS report called Physical Inventory Worksheet.

5.5.2.2. After the physical inventory is verified, the MSA officer costs the certified copy on the inventory listing, using unit costs at time of purchase shown on AF Form 542 or the LIFO price in NMIS. The total monetary value of each item is the total quantity multiplied by the unit cost. The amount is rounded to the nearest whole cent. When using NMIS, verify the inventory using the Physical Inventory Status Report and then use the Inventory Valuation Report to cost on-hand inventory.

**5.5.3. Inventory Adjustment Report.** When approved, this report is a valid accounting document. It supports entries to subsistence stock record cards used to adjust discrepancies found during a regularly scheduled inventory. The MSA officer:

5.5.3.1. Prepares this report from the costed inventory listing to show actual overages and shortages by item, and the net total monetary adjustment. It must also show the total value of all subsistence issued since the last inventory and the value of one half of one percent of that total.

5.5.3.2. Submits the report to the MTF commander, who may approve adjustments not in excess of one-half of one percent of the total value of subsistence issued since the previous inventory. Items that are disapproved are made the subject of report of survey action.

5.5.3.3. Files the approved report with the costed inventory listing after subsistence stock record cards have been adjusted.

5.5.3.4. When using NMIS, it is recommended that copies of the Accounting Issue Cost Summary Report and the Issue/Physical Inventory Documentation Report be attached to the inventory report for approval as these reports are the source documents for the information.

**5.5.4. Inventory Adjustments.** Adjustment of subsistence stock record card balances:

5.5.4.1. The MSA officer uses the inventory listing, supported by the approved adjustment report, to reconcile subsistence stock record card balances with the physical inventory findings. Each AF Form 542 is posted as follows:

When the balances agree, add the statement "As Per Inventory," and date.

When the balances do not agree, enter overages in the "Received" column and shortages in the "Issued" column, preceded by the statement "To Adjust Inventory," and date.

5.5.4.2. When using NMIS, inventory is reconciled by posting those items that don't agree in the Physical Inventory section of Inventory Management IAW the documentation for the Inventory Management module.

5.5.4.3. Subsistence stock record card adjustments for inventory losses due to fire, theft, accident, etc., are supported by DD Form 200, Report of Survey, rather than inventory adjustment reports.

**5.6. AF Form 543, Food Issue Record (Manual).** AF Form 543 provides the basis for costing food issues and for posting required entries on AF Forms 542, 544 and 546. The MSA officer receives AF Form 543 in duplicate for each day from the NMF officer. The MSA officer:

- Costs and extends the daily food issues.
- Posts required entries on AF Form 542.
- Enters total cost of each day's issues in the appropriate column of AF Form 546.
- Returns the duplicate, priced and extended AF Form 543 to the NMF officer.
- Retains the original AF Form 543 in a chronological file by date for audit purposes.

**5.7. Requisition List (NMIS).** The Requisition List may be used instead of the AF Form 543 to document issues in facilities using NMIS. The MSA officer verifies each entry and makes any additions/deletions to the original requisition list that was saved in NMIS when the original report was printed. The final, posted version of the requisition list is filed in a chronological file for audit purposes along with any manual AF Form 543s used.

**5.8. AF Form 544, Nutritional Medicine Daily Facility Summary Report (Manual).** The MSA officer receives two copies of AF Form 544 from NMF. AF Form 544 is completed according to directions printed on the reverse side of the form.

**5.8.1. Meal Days.** To convert the number of meals on each line to weighted meal days, multiply them by the appropriate weighted factors (paragraph 6.2.3.).

**5.8.2. Completing AF Form 544.** After completing the daily posting of AF Form 546, calculate the data required for items on AF Form 544 and enter it on the appropriate lines. Sign and return the completed duplicate AF Form 544 to NMF within five normal workdays.

5.8.2.1. Maintain a file of original AF Forms 544 by date.

**5.9. Daily Facility Summary Report (NMIS).** The Daily Facility Summary Report is completed IAW the NMIS documentation for the Ration Accounting Module using data provided by NMF.

**5.10. AF Form 546, Food Cost Record (Manual).**

**5.10.1. Uses.** AF Form 546 provides operating cost data for NMF managers to control expenditures for subsistence in their activities and is maintained on a monthly basis, by fiscal year. It also provides data for preparation of AF Form 541. Instructions for completion of the form are found on the reverse side of the form.

5.10.1.1. Total meals recorded in column R are reported for inclusion on AF Form 235E, **Report of Patients-Manpower Standards Supplement**.

**5.11. Monthly Facility Summary Report (NMIS).** The Monthly Facility Summary Report replaces AF Form 546. It is prepared IAW NMIS documentation for the Ration Accounting Module.

**5.12. AF Form 1339, Dining Facility Signature Record.** Use this form to log the signatures of all personnel who are provided meals in medical dining facilities at government expense, except inpatients.

**5.12.1. The MSA Officer:**

5.12.1.1. Consecutively numbers all AF Forms 1339 on a fiscal year basis. No two logs bear the same number in the same fiscal year.

5.12.1.2. Keeps all numbered and unused forms in a locked safe.

5.12.1.3. Furnishes the NMF officer, or authorized representative, as many numbered AF Forms 1339 as may be required. This form's issue is recorded on AF Form 213, **Receipt for Accountable Forms**.

5.12.1.4. Receipts for completed AF Forms 1339 are turned in by the NMF officer by listing the serial numbers on the same AF Form 1127, Invoice and Receipt, used to receipt for AF Forms 1087 and cash turned in.

5.12.1.5. Keeps a separate file of completed AF Forms 1339 in numerical order by serial number and ensures, by a physical check at least once each month, that all forms are accounted for by number.

**5.13. AF Form 1087, Cash Meal Log.** Use this log to record all cash collected for meals sold on a cash basis.

**5.13.1. The MSA Officer.**

5.13.1.1. Consecutively numbers all AF Forms 1087 on a fiscal year basis. No two logs bear the same number in the same fiscal year.

5.13.1.2. Keeps all numbered and unused AF Forms 1087 in a locked safe.

5.13.1.3. Furnishes the NMF officer or authorized representative as many numbered AF Forms 1087 as may be required. This form's issue is recorded on AF Form 213.

5.13.1.4. Ensures by at least once a month physical check that all AF Forms 1087 are accounted for by number.

**5.13.2. Turn-in of Forms and Money.** The MSA officer will, upon receipt of completed AF Form 1339, AF Form 1087, and the cash from the NMF officer:

5.13.2.1. Verify the cash receipts against the total shown in line 5, and any entry in line 7, column G, section I, of AF Form 1087, and then prepares AF Forms 1127, indicating the serial numbers of AF Form 1087 returned and the amount of cash received.

5.13.2.2. Give AF Form 1127a to the NMF officer or authorized representative as a receipt for the cash and the numbered AF Forms 1087 and 1339 turned in.

5.13.2.3. The NMF officer files the AF Form 1127 in the numerical sequence file of this form. Fasten AF Form 1127b to the back of the completed AF Forms 1087, which are filed in numerical order. (When one receipt covers more than one AF Form 1087, cross reference to the receipt number as shown in section I of each AF Form 1087).

#### **5.14. When Food Served Exceeds Credit Earnings.**

**5.14.1. Fiscal Year Close-out.** If, at the end of the fiscal year, the earnings less food served on line 57 of AF Form 544 (cont.) exceeds (either plus or minus) 2 percent of the average monthly earnings (line 55, fiscal year column, divided by 12), the following action is taken. The commander attaches a statement to AF Form 541 outlining contributing factors and corrective action taken to prevent recurrence.

**5.14.2. Transferring a Subsistence Account.** A report of survey is initiated when a new NMF officer or NCOIC (when no dietitian is assigned), accepts a subsistence account where the authorized parameters for the current quarter as stipulated in paragraph 2.7. have not been met.

5.14.2.1. The officer who writes the report of survey determines if there is an excessive loss, the cause of the loss, and any pecuniary liability, and then makes recommendations.

5.14.2.2. If pecuniary liability is found, the commander takes disciplinary action.

5.14.2.3. If the investigation shows an excessive loss, the MTF commander may request MAJ-COM/SG authority to over purchase at the end of the subsequent fiscal quarters and at the end of the fiscal year, that portion of the loss that exceeds 2 percent of the monthly monetary credit earnings. The request must show that the MTF cannot absorb the loss over a period of 3 months or by the end of the fiscal year unless it reduces food services or menu quality to the point where it would harm the morale and welfare of the subsisting patients and enlisted personnel.

## Chapter 6

### RATION ACCOUNTING

**6.1. Definition of the Nutrition Management Information System (NMIS).** NMIS is a joint service multifunctional management information system designed to replace the TRIFOOD system. NMIS provides the following functions: data maintenance, production planning, menu cycle planning, NMF accounting, forecasting, inventory management, management reporting, and a la carte/conventional meal service pricing. Future releases will also perform nutrient analysis and interface with the Composite Healthcare Computer System (CHCS) and Prime Vendor functions.

**6.2. Accounting Procedures and Terms.** Several nutrition management accounting activities that were previously different among the three Services have now been standardized due to the development of NMIS.

**6.2.1. Occupied Bed Day.** The term "occupied bed days" refers to the number of inpatients subsisting in the MTF. It equals: beds occupied - newborns.

**6.2.2. Meal Day.** The term "meal day" replaces "ration" and is defined by DoD as "the equivalent of three meals served during a 24 hour period, i.e., breakfast, lunch, and supper." (DoD 1338.10-M)

**6.2.3. Meal Day Computation.** Weighted meal days are computed as follows, IAW DoD 1338.10-M, using the appropriate meal factor (breakfast 20 percent, lunch 40 percent, supper 40 percent, CTIM 80 percent, ambulatory procedure visit/same day surgery 40 percent, and holiday meal 65 percent):

6.2.3.1. Multiply the occupied bed days times the appropriate meal factor = Patient Meal day.

6.2.3.2. Multiply the number of SIKs times the appropriate meal factor = SIK Meal day.

6.2.3.3. Multiply the number of cash customers times the appropriate meal factor = Cash Patron Meal day.

**6.2.4. Meal Equivalent.** NMIS provides a method for computing the meal equivalents for civilian comparability by dividing the cash collections by the meal equivalent (MEQ) divisor. The MEQ divisor is a field entered by the individual site, which has the choice of using any one of the following:

- Average value of meal check.
- Dollar value of meal based on percentage of meal.
- Basic meal rate.

**6.2.5. Daily Food Allowances.** The BDFA's used for earnings calculations in NMIS are:

- Operational BDFA - The BDFA as received from the base services officer on AF Form 200, without any modifications. This BDFA is used to calculate operational earnings.
- MTF BDFA - The BDFA as received from the base services officer on AF Form 200, with the modifications included for 100 percent ground beef added in. This BDFA is used to calculate cash meal, SIK meal and CTIM meal earnings.
- Patient BDFA - The MTF BDFA with an additional 15 percent added for patient feeding requirements. This BDFA is used to calculate patient meal earnings.

**6.3. Procedures For Using NMIS.** All documentation accompanying NMIS, to include on-line-help, has been accepted for use by all military departments. These procedures have some significant differences when compared to the manual system. Be certain to use the proper procedures when using NMIS, and if in doubt, use the on-line-help to find the approved method.

## Chapter 7

### MISCELLANEOUS

**7.1. Activating a NMF Activity.** Before starting up a new NMF activity, the DBMS must obtain written authorization from the major command to establish a subsistence account and purchase an initial inventory of food supplies. The initial inventory should be approximately 30 percent of the estimated cost of food to be used for one month. For the first fiscal year in which the subsistence account is started, food purchases may exceed the monetary credit earnings by the dollar amount allowed for the initial inventory (see NMF Guide).

**7.2. Closing a NMF Activity.** When a NMF activity is closing, cases of unopened food items that can be reissued or sold should be returned to the commissary. At least four months prior to closing, start dropping the inventory level to below the 25 percent level. Adapt menus to use food in stock instead of purchasing more food. Gradually drop the inventory level so that two months prior to closure, the inventory level is approximately 15 percent. At closure, transfer the last bit of inventory to the commissary or other base dining facilities. Follow the guidance established by the base closure committee for the disposition of equipment and supplies (see NMF Guide).

**7.3. Security Measures.** Security measures to safeguard food, equipment, supplies and cash collections for meals must be coordinated with the facility manager and base security police. Action will be taken against persons who willfully destroy, steal or damage government property.

**7.3.1. Ration Accounting Security.** Duties of personnel completing ration accounting must be separated so that no one individual performs both of the following operations: originating data (source records), inputting/processing data. The person that physically purchases and issues the food will not post the purchase and issue documents to the official inventory. In NMF facilities with their own MSA officers residing within their departments (e.g., Wilford Hall and Malcolm Grow USAF Medical Centers), security procedures would include:

7.3.1.1. Allowing storeroom personnel NMIS access to all status's of Purchase Order (P.O.) except posting which should be an MSA function only; and allow storeroom personnel no access to accounting functions.

7.3.1.2. Allowing the MSA officer read and write access to NMIS accounting functions and inventory management receipts and issues.

7.3.1.3. Allowing supervisors read only access to accounting functions, but read/write access for all other NMIS functions.

7.3.1.4. Allowing only one person in the department, the site manager, read and write access to all NMIS functions.

7.3.1.5. Allowing storeroom personnel read and write access for data maintenance, inventory items within data maintenance, and inventory management's receipts and issues; no access to accounting functions.

#### **7.4. Department Management Plan.**

**7.4.1. Self Inspection.** Each NMF will maintain a department management plan which includes self inspection information. The sources of self inspection will be the HSI guidelines, JCAHO guidelines, and any internal management guidelines developed. MTFs without dietitians assigned will also include Consultant Dietitian reports. Self inspections will be performed according to local guidelines or no less than once per year and when a new OIC or NCOIC is assigned.

**7.4.2. Additional Information.** Other information to be included in the management plan is explained in the NMF Guide.

**7.5. Disaster/Contingency Plans.** Local plans must be developed for all likely situations. Plans must provide guidance for staffing, equipment, supplies, menus, patient and staff feeding and subsistence procurement.

#### **7.6. Forms Prescribed.**

##### **NMIS Reports (form substitute)**

AF Form 541, **Medical Food Cost Report**

AF Form 542, **Subsistence Stock Record**      Stock Record Card

AF 543, **Food Issue Record**      Withdrawal/Delivery Report

AF 544, **Nutritional Medicine Daily Facility Summary Report**      Daily Facility Summary Report

AF 546, **Food Cost Record**      Monthly Facility Summary Report

AF 1127, **Hospital Invoice/Receipt/Accounts Receivable Record**

AF 2570, **Nutritional Medicine Flight Cash and Forms Receipt**

CHARLES H. ROADMAN, II., Lt General, USAF, MC  
Surgeon General

## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

#### *References*

AFPD 44-1, *Medical Operations*, July 1994

AFJMAN 41-122, *Hospital Subsistence Guide* (formerly AFM 160-10)

*DoD Uniform Business Office Manual* (NOT YET PUBLISHED)

AFI 31-209, *The Air Force Resource Protection Program*, 10 November 1994

AFI 34-401, *Food Service Management Program*, 21 July 1994 (formerly AFR 146-7)

AFMAN 34-405, *Food Service Program Management*, 24 February 1995

AFI 40-104, *Nutrition Education*, May 1994

AFI 41-120, *Medical Resource Management Operations*, August 1994

AFI 41-303, *Aeromedical Evacuation Dietetic Support*

AFI 44-135, *Clinical Dietetics*

AFMAN 44-139, *Clinical Dietetics*

AFI 48-116, *Food Safety Program*, 19 July 1994 (formerly AFR 161-26)

AFR 177-108, *Paying and Collecting Transactions at Base Level*, January 1992

AFMS 5120, *Nutritional Medicine Flight*

DeCA Directive 40-10, *Troop Support*, April 15, 1992 (formerly AFR 145-1)

#### *Abbreviations and Acronyms*

**AF**—Air Force

**AFI**—Air Force Instruction

**AFM**—Air Force Manual (old designation)

**AFMAN**—Air Force Manual (new designation)

**AFPD**—Air Force Policy Directive

**AFR**—Air Force Regulation

**AFSC**—Air Force Specialty Code

**ALACS**—A la Carte System

**APV**—Ambulatory Patient Visit

**BAS**—Basic Allowance for Subsistence

**BDFa**—Basic Daily Food Allowance

**BDO**—Blanket Delivery Order

**BPA**—Blanket Purchase Agreement  
**BSC**—Biomedical Sciences Corps  
**CONUS**—Continental United States  
**DBMS**—Director of Base Medical Service  
**DeCA**—Defense Commissary Agency  
**DoD**—Department of Defense  
**DPSC**—Defense Personnel Support Center  
**FIFO**—First-In, First-Out  
**FSC**—Federal Supply Catalog  
**HBDFFA**—Hospital Basic Daily Food Allowance  
**HDFFA**—Hospital Daily Food Allowance  
**ID**—Identification  
**LIFO**—Last-In, First-Out  
**MAJCOM**—Major Command  
**MB**—Medical B Rations  
**MEPRS**—Medical Expense and Performance Reporting System  
**MPH**—Military Public Health  
**MSA**—Medical Service Account  
**MTF**—Medical Treatment Facility  
**NCOIC**—Non-Commissioned Officer In Charge  
**NIS**—Not In Stock  
**NMA**—Nonmedical Attendant  
**NMIS**—Nutrition Management Information System  
**NMF**—Nutritional Medicine Flight  
**NSN**—National Stock Number  
**OIC**—Officer in Charge  
**O&M**—Operations and Maintenance  
**PL**—Price List  
**RMO**—Resource Management Office  
**SCAMS**—Subsistence Credit Allowance System  
**SIK**—Subsistence in Kind  
**SIMS**—Services Information Management System

**SL**—Stock List

**SOFA**—Status of Forces Agreement

**SSN**—Social Security Number

**US**—United States

**USAF**—United States Air Force

*Terms*

**Ambulatory Patient Visit (APV)**—(Formerly known as same day surgery) refers to the immediate (day of procedure), pre-procedure and immediate post-procedure care in an ambulatory setting. Care is required in the facility for less than 24 hours.

**B Rations**—Semi-perishable and non-perishable food items used in situations when perishable food items would not be appropriate.

**MB Rations Medical B Rations**—Semi-perishable and non-perishable food items used to feed therapeutic diets when B Rations are being used.

**Meal Day**—The equivalent of amount of food served to one individual for one day for accounting purposes.

**Nutritional Management Information System (NMIS)**—The data automation system replacing TRIFOOD.

**Prime Vendor**—Develop and administer customized contracts with commercial distributors designed to furnish a full range of subsistence goods and delivery services with emphasis on quality, availability and minimum delivery lead time.

**Ration**—Refers to a portion or type of food.

**Subsistence**—Food products as there are packaged, bought, sold and issued.

**Weighted Diet Census**—Total of diet census after applying weighted percentages to certain therapeutic patients based on difficulty of procedures.

**Weighted Meal Days**—The total of the percentage of a whole meal day multiplied to a particular meal count(s).

## Attachment 2

### COMPUTING THE MTF BASIC DAILY FOOD ALLOWANCE

**A2.1. Computing New Price for Ground Beef.** In the unit cost column of AF Form 200, for beef, change the price of regular ground beef to the price of 100 percent lean ground beef. Use the average cost per pound of lean ground beef as determined from AF Form 542, Subsistence Stock Record or the Stock Record Card report from NMIS. This is done by adding up the total pounds of lean ground beef received for the month, then adding the total cost of the lean ground beef as it was received. Divide the total cost by the total pounds and this will equal the average cost per pound.

**A2.2. Computing New Price for Beef Patties.** In the unit price column of AF Form 200, for beef patties, if the NMF uses lean beef patties, then substitute the lean beef patty price for the regular beef patty price. If the hospital does not purchase beef patties, then use the price of 100 percent lean ground beef.

**A2.3. Computing New Extended Value.** Extend the value of the two components by multiplying the amount by the new unit price and entering the amount in the total column. Carry the result to four decimal places.

**A2.4. Recompute the Subtotal.** Do this by adding together the new total value of the two components and subtracting from this the old total value of the two components. Adjust the subtotal (plus or minus) by this amount. This can be verified by adding together the total values of all the components. Mark out the old subtotal value and write in the newly calculated subtotal value.

**A2.5. Recompute the Condiments and Accessory Food.** Do this by multiplying the new subtotal by 2 percent. Mark out the old value and write in the newly calculated value for condiments and accessory food.

**A2.6. Recompute the Value of the Basic Daily Food Allowance For 100 Persons.** Do this by adding together the new calculated values of the subtotal and the condiments and accessory food. Mark out the old value and write in the newly calculated value.

**A2.7. Recompute the Value of the Basic Daily Food Allowance for One Person.** Do this by dividing the newly calculated BDFA for 100 persons by 100. Mark out the old value and write in the newly calculated value. The figure calculated in this step is called the medical treatment facility basic daily food allowance (MTF BDFA).

**Attachment 3**

**OTHER FORMS ADOPTED FOR USE BY NUTRITIONAL MEDICINE FLIGHT**

Forms

NMIS Reports (*Forms Substitute*)

AF Form 200, **Basic Daily Food Allowance Computation**

AF Form 213, **Receipt for Accountable Forms**

AF Form 287, **Subsistence Request**

AF Form 971, **Supervisor's Employee Brief**

AF Form 1087, **Cash Meal Log**

AF Form 1212, **ALACS Item Pricing**

AF Form 1339, **Dining Hall Signature Record**

AF Form 2573, **Diet Census**

AF Form 2576, **Clinical Dietetics Patient Visit Summary**

AF Form 2577, **Medical Food Service Daily Work Assignment**

AF Form 2578, **Medical Food Service Work Schedule**

AF Form 2581, **Daily Absenteeism Record**

DeCA Form 70-20, **Subsistence Request for Issue or Turn-In**

DeCA Form 4051, **Tally In/Out**

SF 71, **Application for Leave**

**Purchase Order**

**Selling Price Report**

**Purchase Order**

## Attachment 4

### PERSONS AUTHORIZED TO EAT IN MTF DINING FACILITIES

**Authority.** DoD 1338.10-M.

**Category Definition.** Charges for persons authorized to eat in a USAF MTF dining room vary, depending on the status of each person. The five major categories of personnel are: officers, enlisted personnel, military dependents, federal civilian employees, and others.

**General Entitlements.** See table A4.1.

**Special Considerations:**

- a. Outpatients and visitors may eat in MTF dining rooms when authorized to do so by the MTF commander, but must pay either the discount or full meal rate, depending on their status.
- b. Inpatients traveling in the aeromedical evacuation system are not charged for their meals.
- c. Outpatients traveling in the aeromedical evacuation system pay the discount rate for their meals in the dining room, unless traveling on funded orders and receiving per diem. If receiving per diem, the full meal rate is charged.
- d. Nonmedical attendants traveling in the aeromedical evacuation system pay the discount meal rate, regardless of category, unless traveling on funded orders and receiving per diem. They then pay the full meal rate. See Table 30-1 for categories of NMAs who may be traveling on funded orders.
- e. Military members of foreign governments pay the same rates as their US counterparts.
- f. National Guard and Air National Guard, the ROTC (all services), and the Army, Air Force, Navy, Marine, and Coast Guard Reserves, on active duty or inactive duty for training, pay the same rates as their active duty counterparts. They can pay for meals by cash or Cross Service billing.
- g. The discount rate includes the cost of food only.
- h. The full rate includes the cost of food and a proportional charge for food service operating expenses.
- i. Charges for meals are based on annual DoD rates. HQ USAF/SGMC provides the rates to medical resource management officers by message in October.
- j. Food Service Operating Expenses waiver authority is at DoD level. Request for waivers should be submitted to SAF/FMPB, 1130 Air Force Pentagon, Washington, DC 20330-1130.

**Table A4.1. Persons Who May Eat in MTF Dining Facilities.**

These Customers	Pay This Amount		
	No Charge	Discount Rate	Full Rate
Enlisted members entitled to Subsistence-in-Kind (SIK).	X		

These Customers	Pay This Amount		
	No Charge	Discount Rate	Full Rate
Ambulatory inpatients eating in the dining room, including aero-medical evacuation patients.	X		
Transient Patients	X		
Enlisted members drawing Basic Allowance for Subsistence (BAS).			X
Federal civilian employees on official duty as a result of an act of providence or civil disturbance when no other comparable food service facilities are available.			X
Commanders as designated in writing by the installation commander.			X
Officers eating a meal to determine the quality and quantity of food served (must have permission in writing from installation commander).			X
Officers on alert status requiring immediate availability that keeps them from leaving the unit area. Such status will be in writing and specify the times on alert.			X
All personnel who normally pay full rate during disaster situations / military exercises as designated in writing by MTF commander			X

These Customers	Pay This Amount		
	No Charge	Discount Rate	Full Rate
Officers in hostile fire areas as designated in DoD 5154.29-M.			X
International Military Education Training (IMET) and Foreign Military Sales (FMS) students not receiving the meal portion of per diem and the meal operating charges are recovered through tuition charges.		X	
Officer candidate, cadet, midshipman, or ROTC/ NROTC /AFROTC students not receiving the meal portion of per diem.			X
Members and chaperones of the Boy Scouts, Girl Scouts, Boys Clubs of America, Big Brothers-Big Sisters of America, Little League Baseball, Inc., and Future Farmers of America, extended the privilege of visiting a base or who are living on base and the installation commander permits them to eat.		X	
Students in DoD Dependents Schools overseas not receiving the meal portion of per diem and alternative student meal facilities are not available.		X	

These Customers	Pay This Amount		
	No Charge	Discount Rate	Full Rate
Red Cross volunteers, uniformed and non-uniformed, in CONUS and overseas not receiving the meal portion of per diem.			X
Dependents of E-1 through E-4.		X	
Officers and active duty military family members at Thanksgiving, Christmas, and the AF birthday.			X
Outpatients who are active duty enlisted personnel receiving BAS or dependents of active duty E-1 through E-4.			X
Active duty and nonactive duty aeromedical evacuation patients not receiving per diem.			X
Active or nonactive duty non-medical attendant (NMA) to an aeromedical evacuation patient, not receiving per diem.			X
Federal civilian employee who is a patient in a military hospital due to a job-related accident or injury while on duty; includes aeromedical evacuation patients.			X
Active duty aeromedical evacuation patients or NMAs on orders and receiving per diem.			X

These Customers	Pay This Amount		
	No Charge	Discount Rate	Full Rate
Dependents of E-5 through E-9, except on Thanksgiving, Christmas, and the AF birthday.			X
Outpatients and visitors who are retirees, dependents of retirees, dependents of E-5 thru E-9, officers, or dependents of officers.			X
Anyone receiving the subsistence portion of per diem.			X
Officers on duty in the MTF, except on Thanksgiving, Christmas, and the AF birthday.			X
Federal civilian employees assigned to the MTF, on duty.			X
Dependents of officers, except on Thanksgiving, Christmas, and the AF birthday.			X
Full-time paid professional field and headquarters Red Cross staff workers.			X
Full-time paid secretarial and clerical Red Cross workers on duty in Red Cross offices.			X
IMET and FMS students when the operating charge is not included in tuition.			X

These Customers	Pay This Amount		
	No Charge	Discount Rate	Full Rate
United Service Organization (USO) personnel authorized by the installation commander.			X
Officers and DoD civilian employees not receiving the meal portion of per diem performing field duty, in a group travel status or included in essential unit messing as defined in the Joint Travel Regulations, Vol 1. Orders shall be in writing and shall specify the time period covered in all situations.		X	
Military members (officer and enlisted) receiving the meal portion of per diem when the installation commander determines capacity is available to serve meals to TDY travelers and the TDY orders authorize use of dining facilities.			X
DoD civilians receiving the meal portion of per diem when the installation commander determines capacity is available to serve meals to TDY travelers and the member presents TDY orders.			X